




K A N S A S

HOWARD R. FRICKE, SECRETARY

DEPARTMENT OF ADMINISTRATION

KATHLEEN SEBELIUS, GOVERNOR

MEMORANDUM

TO: State HR Directors and Contacts
FROM: Les Hughes 
DATE: July 2, 2004
SUBJECT: Determining Eligibility for In-Grade Pay Increases

The purpose of this memo is to explain how to use the attached reference materials and the SHARP system to determine which of the positions in your agency are currently eligible for the "in-grade pay increase" which was initiated through Executive Directive No. 04-353. Draft guidelines to implement this Executive Directive have recently been provided to you by the Division of Personnel Services for comment.

Employees in "units" established by the Public Employee Relations Board (PERB) and represented by public employee unions are not eligible for these increases until their representatives have either negotiated this mandatory topic or have signed a temporary waiver of their right to negotiate this compensation issue. Employees now eligible for the in-grade pay increase include those who are in classified positions meeting one of the following **eligibility criteria**:

1. That have not been placed in a PERB ordered unit;
2. That are in PERB units that have reached a negotiated agreement on this issue;
3. That are in PERB units for which their union has signed a waiver of negotiation;
4. That are in PERB established units which are not represented;
5. That are in positions within any PERB established unit that have been designated as a "supervisory" or "confidential" position as defined in K.S.A. 75-4321.

In determining the PERB unit status and in-grade pay increase eligibility for any of your agency's positions, first look up the class title in the document titled "PERB UNIT CODES" and refer to the PERB unit code or codes in the column immediately to the right of the class title that you are checking. Please note that although several PERB codes may be listed for each class, a position can fit into only one PERB unit.

To determine in which PERB unit the position in question falls, refer to the attached sheet titled "UNIT DESCRIPTION". Please read the PERB unit description(s) of the PERB code(s) linked to the job class you are checking until it describes a category into which your agency fits. For example, to determine the PERB unit membership of a position in the class of Administrative Assistant in the Kansas Lottery, note the 20 different PERB codes opposite that class title on the PERB UNIT CODES sheet. Next, using the UNIT DESCRIPTION sheet, scan the PERB unit descriptions matching those PERB codes. The only unit description in which the Administrative Assistant in Lottery could fit is the "001" ADMINISTRATIVE SERVICES unit.

If the positions covered by a PERB unit are eligible for the "in-grade pay increase" by meeting the required eligibility criteria 1, 2, 3 or 4 above, the three-digit PERB code in the PERB CODE in the far left column of the UNIT DESCRIPTION sheet will be **bolded and underlined**. (If another symbol appears below the PERB code, check the footnote at the bottom of the sheet.) For the Administrative Assistant in Lottery example, the PERB code "001" is not bolded and underlined, so this position and all other positions in the Administrative Services unit are currently ineligible for consideration for any of the "in-grade pay increase" initiatives.

With respect to eligibility criteria #5 listed on page one, caution should be exercised in making the determination that a position is a "supervisory" or "confidential" exclusion to a unit. Again, please refer to K.S.A. 75-4321 for definitions or standards for these unit exclusions. A position with full-function supervisory responsibilities is a straightforward concept, but "confidential", in the context of this statutory requirement, means much more than an employee being entrusted with sensitive information. If your designation is disputed by the employee organization, the issue may result in a hearing by the Public Employee Relations Board in order to be resolved.

To recap, the attached documents titled "PERB UNIT CODES" and "UNIT DESCRIPTIONS" are the best way of determining if any given position is contained within a PERB unit. These documents will also be placed on the DPS web site <http://da.state.ks.us/ps/> and updated as our classification plan changes, and as waivers are signed or negotiations are completed with employee organizations to make additional represented employees eligible for "in-grade pay increases."

If you want to view a list of all classes assigned to a given PERB unit, or if you need to check the "supervisory" or "confidential" designation of a position, note the following. All State agencies that have access to the Statewide Human Resource and Payroll System (SHARP) may view PERB Unit data online. The PERB Unit table will show users all job codes covered by each individual PERB Unit. It will also show which Departments are included or excluded by a particular PERB Unit. Access to the online

PERB unit table is given to SHARP users with the Agency HR Admin and Inquiry; Agency Position Administrator and Agency Position Inquiry security roles. The PERB Unit table can be accessed by going to: **Define Business Rules > Manage Human Resources (GBL) > Setup > PERB Unit Table**

Should you have questions about the Confidential or Supervisory status of an individual position, you may look at the Position Data screens in SHARP to obtain this information. The Confidential Indicator field is located on the 'Specific Information' page in Position Data. The Supervisory field is located on the 'Kansas Information' page in Position data. Both of these pages can be accessed by going to: **Develop Workforce > Manage Positions > Use > Position Data**

If you do not have any of the SHARP security roles listed above, please contact Kristine Scott at 785-296-2626 for assistance in getting access to this table. For questions about the data stored on the PERB Unit table, please contact Patti Pearce at (785) 296-7232.

Questions concerning the PERB unit designations should be addressed to Les Hughes at (785) 296-2441. For other general or policy questions concerning the "in-grade pay increase" program, please contact Jack Rickerson at (785) 296-4278.

Attachments